

**ADMINISTRATIVE**

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MEMORANDUM FOR: Director of Central Intelligence

SUBJECT : The Annual Personnel Plan

REFERENCE : Memo fr DCI to Deputy Directors dtd 23 Sept 73,  
subj: Annual Personnel Plan

1. The Office of Personnel has now received the individual Annual Personnel Plans from the Directorates for their respective components and the consolidated APP's for the Intelligence, SSI and M/S Directorates. I have requested that the APP for the Independent Offices and the consolidated APP for the Operations Directorate be forwarded to me by 30 November 1973.

2. I have assigned a senior Personnel Officer to monitor and review the APP's and to prepare a total Agency Personnel Plan as well as an analysis of the consolidated Directorate plans. In preparation for developing the Agency APP this officer is reviewing the individual and consolidated plans to insure there is a common understanding of what the APP represents and that the same concepts were used in compiling the base figures. This necessitates detailed analyses of the reports and frequent discussions with representatives of the various offices to clarify discrepancies. Understandably, the review has uncovered some apparent misunderstandings in concepts and arithmetical errors which, while not of major significance in themselves, could influence the consolidated figures and percentages. All computations will be verified prior to the preparation of the Agency APP. We are also giving thought to graphic presentations of significant information.

3. I should be ready by mid-December to present a briefing on the overall results of this initial APP effort.

John F. Blake

John F. Blake  
Director of Personnel

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